

CHAPTER 1

POLICY

A. PURPOSE

This Manual implements DoD Directive 1342.6 (reference (a)), and assigns responsibilities for the administrative and logistic support of the DoDDS.

B. MISSION

The DoDDS mission is to provide a quality educational program from kindergarten through grade 12 for eligible dependents of U.S. Military, DoD civilian, and other eligible personnel stationed in overseas areas, to provide a free appropriate public education for children with disabilities, age 3 to 21, and to operate a community college program for eligible dependents in Panama. The DoDDS has no authority to fund the education of an otherwise eligible DoD dependent unless the DoDDS has placed the child in a DoDDS or non-DoDDS school, or a court of competent jurisdiction or an impartial hearing officer has so ordered. Sponsors of eligible dependents are instructed to contact and obtain the approval of the appropriate DoDDS regional director before enrolling a student in a non-DoDDS school in locations where DoDDS does not operate schools.

C. DEFINITIONS

1. Curriculum. The academic program offerings in a school.

a. Curricular activities. Organized activities sponsored by the school that are DIRECTLY RELATED to the established curriculum; for example, study trips.

b. Co-Curricular activities. Organized activities sponsored by the school that generally take place after school hours, and are designed specifically to ENRICH AND SUPPLEMENT the academic program; such as the "Model United Nations Program", school sponsored clubs such as the Computer Club, the Future Business Leaders, and the Interscholastic Athletic and Academic Program. Compensation for these activities is administered in accordance with DS Regulation 5550.9, (reference (b)).

2. District Superintendent. An individual employed by the DoDDS to manage several schools in a defined geographical area referred to as a district.

3. Installation Commander. The commander of a DoD activity providing logistic and administrative support to DoDDS activities at a given location. (The term "installation commander" encompasses "base commander," "community commander," or similar designations.)

4. Investment Costs. Costs incurred for construction and equipment, which are funded by construction or procurement appropriations, rather than Operation and Maintenance (O&M) appropriations.

5. Logistic and Administrative Support. That support includes common supplies, services, facilities, privileges, and benefits; and is grouped broadly into two categories, as follows:

a. "Agency Support." Agency support includes items furnished to an Agency or an organization, as contrasted to an individual. Examples are real estate (for office or warehousing space), police and fire protection, utilities, registration of Agency vehicles, and communications services.

b. "Individual Support." Individual support includes items furnished to individuals, as opposed to Agencies or organizations. Examples are: commissary and exchange privileges, registration of privately-owned vehicles (**POVs**), medical and dental services, use of recreational facilities (for example, theaters, clubs, libraries, craft **shops, and athletic** facilities), and local welfare and/or community services.

6. Non-DoDDS Schools. Schools, other than the DoDDS, approved by the respective DoDDS regional **director**, which may or may not require tuition payments for space-required students.

7. Other-Users Factor (OUF). The percentage by which engineering, custodial, refuse collection, real property rental, utilities and other costs, as described in Appendix D, below, shall be reduced by the supporting installation to compensate for the use of school facilities by organizations and/or activities other than the DoDDS.

8. Regional Directors. Individuals employed by the DoDDS who manage several districts and offices in a defined geographical area.

D. FUNCTIONS AND RESPONSIBILITIES

1. Under DoD Directive 1342.6 (reference (a)), the Director, DoDDS, shall:

a. Organize, manage, fund, direct, and supervise the complete operation of the **DoDDS** and issue such policies, guidance, and regulations, as necessary, to carry out the assigned mission.

b. Enter into agreements with the Military Departments, other U.S. Government entities, or private parties as required for the effective performance of the **DoDDS** program.

c. Establish subordinate offices necessary to fulfill the assigned mission.

d. Assist the Assistant Secretary of Defense (Economic Security) in the development and justification of school construction, modification, and/or repair projects included in **annual** military construction (**MILCON**) programs.

e. Authorize and fund the procurement of all administrative and instructional supplies, services and equipment necessary to carry out the mission of the **DoDDS**.

2. Each Secretary of the Military Departments Shall:

a. Ensure that subordinate activities provide logistic and administrative support to **DoDDS** activities, as prescribed in DoD Instruction 4000.19 (reference (c)) and this Manual. That is to include categories of support such as "contracting services," "maintaining equipment," and "disposing of property" as addressed in Chapter 4, below.

b. Establish logistic support policies and help resolve support problems that may arise.

c. Notify the Director, **DoDDS**, of expected changes in command personnel support levels or support provided (e.g., medically related services) that shall affect the operation of any school.

d. Act as construction agent for the **DoDDS MILCON** Program. Engineering support shall include, as a minimum, design and contract services.

e. Comply with the responsibilities enumerated in DoD Directive 1015.5 (reference (d)) for the Student Meal Program.

f. Fund second-destination transportation costs for **DoDDS** supplies and equipment (except for the Panama/Islands Region) in designated theaters.

3. The Installation Commanders Shall:

a. Provide logistic and administrative support to local DoDDS activities, in accordance with this Manual, cost ceilings established by the DoDDS regional director and the applicable Interservice Support Agreement(s) (ISAS). That support includes all necessary contract procurement support needed by the DoDDS to ensure the enrollment of children in **non-DoDDS** schools, to transport children, and to obtain contracted supplies and services.

b. Provide support engineering services, as in Chapter 5, below, when the construction of new school facilities or maintenance, repair, and O&M-funded minor construction projects are proposed.

c. Provide services and/or equipment required, within mission constraints. Those services and/or equipment shall be provided at the same level as to all other users to include the installation's organizational units.

d. Ensure that community use of the school facilities and/or equipment does not hinder, jeopardize, or interfere with the facility's primary educational purpose. School equipment and supplies must be conserved for dependents education. The following guidelines shall apply on the use of school facilities for purposes other than dependents education:

(1) Any command-sanctioned activity or organization wishing to use any of the school facilities and/or equipment, on a temporary or recurring basis, shall submit a written request to the installation commander. The request must specify the time, frequency, space, and equipment requirements by the activity or organization.

(2) Before granting approval, the installation commander shall, after determining that no other adequate base facilities are available, forward the request to the school principal for concurrence. The principal may approve or disapprove requests to use the school facilities and/or equipment. Before the use of equipment, the organization sponsor must enter into an agreement with the installation commander to ensure timely and effective repair or replacement of equipment lost, damaged, or destroyed at no cost to the **DoDDS**. The base legal office shall review the agreement and a copy of the agreement shall be provided to the school principal.

(3) The activity sponsor shall ensure that the rooms used are left in the same condition as found and that the windows

and doors are secured before departing. Failure on the part of an activity sponsor to ensure building cleanliness and security may result in forfeiture of the privilege to use the school.

e. Provide copies of school leases to the school principal and the **DoDDS** regional office.

f. Encourage all eligible dependents who have not completed high school to enroll in a **DoDDS** approved education program. If a **DoDDS** program is unsuitable to the parents, the installation commander shall encourage the parents to enroll their dependents in an alternate program.

g. Inform the pertinent District Superintendent's Office of the names and duty locations of all known incoming school age dependents and ensure that the sponsors of such dependents are informed about school locations, commuting areas, and school sponsored meetings to introduce sponsors to school programs.

h. Notify DoD sponsors and take corrective action when advised by the school principals of serious or repeated misbehavior, including truancy and criminal acts by students. Installation commanders agree to consider arrangements to permit the child to attend school even though action is taken to otherwise bar them from accessing the installation (for other than medical care). The installation commander shall also consider whether command sponsorship should be withdrawn.

i. Provide cost estimates for reimbursable and **direct-**cite logistic support services specified in the ISAs to the **DoDDS** regional director. Provide such reimbursable support commensurate with authorized funding and overall installation capability.

j. Provide civilian personnel services for foreign national (FN) employees in accordance with applicable law, treaty, and regulation.

k. Provide complete custodial service to school facilities (including leased **DoDDS** facilities, warehouses, and repair facilities) on a reimbursable or direct-cite basis. The **DoDDS** representative must be a primary contributor to the development of the performance work statement to ensure that the **DoDDS** requirements are met.

l. Provide a dormitory facility and reimbursable food service for dormitory students where a dormitory has been approved by the Director, **DoDDS**. Repair and rehabilitate all

furnishings and equipment, including **drycleaning** of blankets, draperies, and similar items through an ISA. The funding policy in Chapter 3, below, applies.

m. Appoint a staff member (generally a member with an interest in education) who has demonstrated effectiveness, maturity and leadership as a military commissioned officer, an officer-grade civilian, or a senior noncommissioned officer to serve as an installation school's officer. The school's officer shall function as a liaison between the school principal(s) and the Military Department installation staff, but shall not be assigned responsibility for any aspect of operating the school(s). Preferably the school's officer should be physically located in the headquarters area rather than in the school.

n. Grant Status of Forces Agreement status to dependents who are enrolled in the **DoDDS** under DoD Directive 1342.13 (reference (e)) when the enrollment provides a benefit not contemplated by Military Department regulations about command sponsorship.

o. Support the various types of parent-teacher-student organizations that provide liaison, volunteer support, or financial assistance to the school or school activities. Ensure that activities sponsored by local organizations or individuals that involve student participation do not conflict with the regular school program.

p. Ensure that school facilities meet all applicable facility fire, physical security, safety, sanitation, and environmental protection requirements. Assign qualified personnel to perform the following inspections of **school** facilities:

(1) Before the start of the school year (**SY**), an inspection by qualified facility, physical security, safety, sanitation, bioenvironmental, and fire protection specialists to identify all facilities deficiencies and requirements and their relative priority for repair or maintenance.

(2) In January, an inspection by qualified facility, physical security, safety, sanitation, bioenvironmental, and fire protection specialists to identify all facilities deficiencies and requirements and their relative priority for accomplishment. The second physical security inspection in January is not required for those schools located on military installations protected by positive entry control procedures.

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(a) The inspection report shall be the basis for maintenance and repair work to be accomplished during the summer recess.

(b) The facilities engineer shall develop projects or program actions to eliminate all other identified deficiencies.

q. Provide billeting (or instead of, a certificate of non-availability) in adequate Government-furnished quarters for eligible DoDDS employees. DoDDS employees shall be given equal consideration on the basis of comparable-grade military personnel for Government quarters assignments and furnishings in accordance with the regulations of the host-Military Department, unless otherwise prescribed in an applicable collective bargaining agreement.

r. Ensure that postal service for personal, as well as official, mail is provided in accordance with DoD postal regulations to include the pickup and sorting of mail for the DoDDS. Mailing costs for official mail shall be computed for each school in accordance with DoD 4525.8-M, (reference (f)).

s. Provide security for school facilities. Unusual, unique, or extraordinary security requirements for the sole benefit of the DoDDS which are of a recurring nature and exceed the installation commander's capabilities are reimbursable, but must first be approved by the DoDDS regional director. School administrators should be informed of the community antiterrorism and crime prevention programs.

t. Ensure that the personal effects of deceased DoDDS personnel, which are under U.S. Government control, are promptly secured and disposed of, in accordance with applicable Military Department directives.

u. In coordination with the school principal, close school, as necessary, in emergency conditions (for example, fire, bomb threats, or military actions) or when facility deficiencies or inclement weather endanger the health and safety of students and school personnel.

v. Provide student transportation services using the most cost-effective (to the U.S. Government) mode for daily commuting and dormitory transportation as well as curricular and co-curricular activity travel. Comply with DoD 4500.36-R, Chapter 6 (reference (g)).

w. Provide Government vehicles with or without drivers to transport **DoDDS** personnel and material on "official business" (reference (g)). "Domicile-to-duty" transportation is not authorized. Trucks or special purpose vehicles may be assigned on a reimbursable basis to meet recurring logistic requirements.

x. Refer parents, guardians, or sponsors with problems about **DoDDS** academic operations to the school principal.

y. Provide medical treatment in overseas areas, in accordance with Military Department regulations for **DoDDS** personnel and DoD dependent students. Provide medically-related services to DoD dependent handicapped students in accordance with DoDI 1010.13 (reference (h)) on the same priority as is accorded to active duty members. Provide medical support for interscholastic athletic contests (see Chapter 2, Section E., below) .

z. Provide accounting and finance services to include civilian payroll services, processing, and payment of travel claims, and cashier services, on a recurring and permanent basis.

aa. Comply with the responsibilities of DoD Directive 1015.5 (reference (d)) for the DoD Student Meal Program.

4. The **DoDDS** Regional Directors Shall:

a. Negotiate, implement, review, and monitor administrative and logistic support provided to dependents schools by installation commanders. Responsibility for those functions may be delegated to the district superintendent's office.

b. Ensure, in coordination with local military officials, that antiterrorism emergency plans are established to respond to increased terrorist threat conditions.

c. With the prior approval of the Director, **DoDDS**, establish and disestablish dependents schools and dormitories, in coordination with the installation commanders concerned. Establish a summer school with the prior approval of the Director, **DoDDS**.

d. Program, budget, and fund all appropriated fund costs of the dependents education system, investment items not in **MILCON** accounts, school minor construction projects less than 300,000 dollars, and reimbursable logistic support costs. Perform statistical analyses of the above costs to ensure the most economical use of resources. Prepare estimates for annual budgets based on inputs received from principals and other **DoDDS**

administrators and from operations budget submissions from installation commanders.

e. Use Military Inter-Departmental Purchase Requests (MIPRs) to establish fund targets and expense authorizations for administrative and logistic support. Approve the fiscal arrangements of support agreements. Approval authority may be delegated to the district superintendent or a principal. Ensure that obligation and commitment documents are processed, in accordance with approved accounting procedures.

f. Reimburse the providing activity for identifiable reimbursable logistic and administrative support costs, in accordance with the negotiated ISAs and this Manual.

g. Certify the adequacy and suitability of the educational program provided to DoD-sponsored students by non-DoD overseas schools through periodic visits and reviews.

h. Program, budget, fund (through appropriations or by reimbursement), and place all authorized space-required, tuition-free students and specified tuition-paying students seeking to enroll in the DoDDS, non-DoDDS schools, or correspondence courses.

i. Prepare enrollment reports and forecasts in coordination with the Military Services and other organizations as necessary.

j. When authorized by the Director, DoDDS, arrange for the leasing of a facility.

k. When approved by the Director, DoDDS, establish advisory committees and employ part-time advisors.

l. Contract for supplies, equipment, and services required for mission accomplishment with the approval of the Director, DoDDS. Contract actions shall be administered through the DoDDS or military procurement office, in accordance with para. D.3.a., above, or, when consistent with the Federal Acquisition Regulations, through another DoD or other U.S. Government activity.

m. Oversee and manage the implementation of this Manual, to include, where consistent with law and regulation, the authorization of reasonable exceptions to this Manual that are necessary to ensure the orderly administration of the DoDDS mission.

n. Direct that a DoDDS representative be included on any Family Advocacy Committee or Family Advocacy Case Management Team activity involving **DoDDS** employees in their capacity as an employee, or as deemed appropriate by the school principal or Family Advocacy program manager or officer.

5. The District Superintendents Shall:

a. Maintain effective liaison with representatives of the Military Department command(s).

b. Negotiate for, implement, and monitor, when required and within the constraints imposed by the DoDDS regional director, all logistic and administrative support furnished by host Military Department installations (for example, custodial services) to the district schools and the district office. Inform command officials of deficiencies and certify to the regional office that adequate reimbursable administrative and logistic support has been provided.

6. The School Principals Shall:

a. Consider the advice of the community, including, for example, the installation commander, the local advisory committees, parent groups, and the Parent Teacher Student Association when planning the operation of the school.

b. Establish and coordinate emergency disaster plans with local installation commanders.

c* Identify and submit administrative and logistic support requirements to the Military Department supporting installation through lead principals, district superintendents, or **DoDDS** regional directors, as applicable.

d. Participate with appropriate Department of Defense accounting and finance offices and MIPR acceptors, in periodic reviews of unliquidated obligations and fiscal year (FY) end closures of assigned funds.

e. Ensure that accurate requirements for maintenance, repair, alteration, and minor construction projects are submitted to the activity in a proper and timely manner. Those requests shall be coordinated with the activity supporting the school. Ensure that all school equipment requiring maintenance is reported on correctly prepared density listings to the supporting maintenance activity for the type of equipment requiring repair. Ensure that excess property is reported as required and that hazardous wastes are disposed of in accordance with installation

guidelines and host nation laws and regulations. School administrators should seek the advice of the safety officer before disposal of hazardous wastes.

f. Be responsible for enrolling students and for:

(1) Determining student eligibility, in accordance with DoD Directive 1342.13 (reference (e)). Eligibility questions should be referred to the regional office or the DoDDS General Counsel when necessary.

(2) Collecting tuition, depositing funds, and assisting with the processing of debt collection actions.

(3) Establishing school hours.

g. Ensure that appropriate disciplinary measures are initiated when a child's behavior is disruptive to the school environment or threatens the safety or welfare of other students or staff. Ensure that proper due process is accorded, especially in suspension and expulsion matters. Inform installation commanders of serious or repeated misbehavior, including chronic school truancy and criminal acts of students. With respect to children with disabilities, the requirements of DoDI 1342.12 (reference (i)), shall apply.

h. Coordinate with the installation commander to ensure that school facilities are inspected as in paragraph D.3.p., above.

i. Ensure that fire exit drills are conducted once a week for the first 4 weeks of a new SY and at least 6 additional fire exit drills are conducted during the balance of the SY.

j. In coordination with the installation commander, approve or disapprove requests for the use of school facilities, equipment, and grounds by **nonschool** activities.

k. Develop school evacuation procedures in coordination with the Military Department officials. School staff shall be responsible for students who are on school grounds or in alternate facilities until the emergency is over or students are sent home. Incidents that may require delayed opening or early closure of a school are generally classified as "urgent safety or security" problems such as severe weather, loss of heating, or anticipated civil disturbances, or as "emergencies" such as fire, bomb threats, or military actions.

(1) During urgent safety or security problems such as severe weather or failure of a utility service which adversely affects the instructional program, the local installation commander or designated representative and the principal shall coordinate the school closure. They shall consider the severity of the weather or effect of the utility failure on the instructional program, the availability of transportation, travel distances for students to and from the school and decide whether or not to close the school.

(2) During an "emergency", the following procedures shall be used:

(a) The party (the principal or the installation commander) who first learns of the emergency shall notify the other party, and determine whether or not facilities are to be evacuated. Generally, it is the responsibility of the installation commander to order the evacuation of a facility. If the school principal is unable to contact the installation commander, or if time does not permit the principal to contact the installation commander, the principal may order the evacuation.

(b) If required, the principal shall evacuate the school and provide for continuance of the educational program primarily through large group instruction in predetermined alternate facilities.

(3) If the school is closed because of the weather or emergency conditions and the students are sent home, the principal shall request authority from the installation commander to release the teachers from duty. The installation commander's decision should be based on the same criteria used for releasing other civilian employees. The absence of students, in itself, is not a justifiable reason for teacher release.

(4) The district superintendent and the DODDS regional director should be notified as soon as possible of action taken.

1. Ensure that the installation commander is informed of the unavailability of medically related services for a DoD dependent with a valid individualized education program, in accordance with (reference (i)).

E. ESTABLISHMENT AND/OR DISESTABLISHMENT OF DEPENDENTS SCHOOLS

1. General. The Director, **DoDDS**, shall establish or disestablish DoD Dependents Schools in consultation with the Military Departments concerned.

2. Requirements. With the prior approval of the Director, **DoDDS**, DoD Dependents Schools may be established and serviced by the **DoDDS** regional director when the following general criteria are met:

a. Establishment

(1) An enrollment of at least 100 space-required dependents is ensured for an elementary school (K through 6 or K through 8), and an enrollment of at least 300 space-required dependents is ensured for a secondary school (7 through 12 or 9 through 12). K through 12 schools must meet both of the foregoing requirements. Minimum school enrollment size alone shall not be the sole criterion for determining establishment and disestablishment of DoD Dependents Schools in overseas areas. The availability of alternative educational opportunities, safety, and hardships shall be given consideration. Exceptions for establishing schools that do not meet the minimum school enrollment size must have prior approval of the Director, **DoDDS**.

(2) Adequate facilities for school classrooms including the necessary instructional and ancillary spaces, installed equipment, grounds development, safety requirements, and support systems in accordance with Appendix A are available.

(3) Adequate administrative and logistic support (including medically related services) in accordance with DoDI 1013.13 and DoDI 1342.12 (references (h) and (i)) is available from the designated "supporting Military Department installation" and includes, at a minimum, the categories listed in Appendices B and C, below.

b. Disestablishment

(1) Unless otherwise determined by the Director, **DoDDS**, DoD Dependents Schools shall be disestablished and/or closed or not opened when the following criteria apply:

(a) Number of space-available students exceeds , the number of space-required students.

(b) Additional cost of school operations attributable to space-available students exceeds the amount of tuition collected at that location and retained by the DoDDS.

(c) The number of space-required students (excluding dependents of school employee sponsors) would be insufficient to warrant operation of a quality school.

(2) DoD Dependents Schools may also be dis-established and/or closed or not opened when one or more of the following criteria are met:

(a) Actual or anticipated school enrollments fall below required levels for school establishment.

(b) School facilities are inadequate.

(c) Logistic support including medically-related services is not available.

(d) Changes in school enrollment and student attendance patterns, or availability of new school facilities, require changes in school configuration.

3. Procedures

a. Installation commanders shall begin requests for establishing DoD Dependents Schools and submit them through the chain of command to the DoDDS regional director. Letter requests shall include the following information:

(1) The total number of families to be served by the school, both those physically present and those programed to arrive during the current and next 3 SYS.

(2) The number of space-required students by grade level. Children with known learning or other disabilities should be noted and listed separately.

(3) A description of the facilities for dependents school use with a blueprint or schematic floor plan enclosed. If alteration of facilities is necessary, a preplanning consultation with the DoDDS regional director is required before engineering drawings are made. Those projects must also be reviewed by the commander of the supporting medical treatment facility (MTF) and by a safety officer to ensure compliance with DoD health and safety directives.

(4) Description of housing arrangements for teachers, dormitory students, and school administrators.

(5) A statement that an installation school's officer has been or shall be appointed for the proposed school.

(6) A statement that adequate administrative and logistic support is available from the supporting Military Department installation and includes, at a minimum, the categories listed in Appendices B and C, below.

b. On receiving the installation commander's request, a representative of the DoDDS regional director shall inspect the plans of the proposed school building. The inspector's report to the DoDDS regional director shall include specific comments about each point in the request and a recommendation.

4. Day-Care Facilities. The DoDDS shall not establish or operate day-care facilities. Day-care facilities provide hourly, part-time, and full day child care for minor dependent children.

F. INSPECTOR GENERAL (IG) ACTIVITIES

1. The Military Department IGs and their representatives shall accept complaints and requests for assistance at the local level from DoDDS employees. The Military Department IGs or their representatives may informally resolve the complaint or request for assistance. If the complaint or request for assistance requires formal inquiry or investigation of a DoDDS activity, the action shall be forwarded to the DoDDS Internal Review Office, or the Office of the IG, DoD (OIG, DoD).

2. The Military Department IGs and their representatives shall perform inspections or reviews of DoDDS activities only at the specific request of DoDDS management officials or the IG, DoD .

3. DoDDS management officials shall render assistance and access to information necessary for the OIG, DoD, and the Military IGs in their conduct of audits, reviews, inquiries, inspections, and investigations of military activities that support the DoDDS and of DoDDS activities and employees.

G. TRANSPORTATION FOR DORMITORY STUDENTS

1. Authorized Services. In locations where a DoDDS high school is not available, students in Grades 9 through 12 shall

normally be assigned to a DoDDS high school with dormitory facilities.

a. DoDDS authorizes and will fund and/or reimburse for the following transportation:

(1) With a 5-day dormitory program; transportation from residence to the school and/or dormitory in time for the beginning of each school week and return at the completion of the school week.

(2) With a 7-day dormitory program:

(a) Transportation from residence to school and/or dormitory at the beginning of the SY and return at the completion of the SY. Each student is also authorized shipment of 350 pounds (159 kilos) of unaccompanied baggage to and from the dormitory with that travel.

(b) Round trip transportation from the school and/or dormitory to the student's residence and return, which usually coincides with the winter (Christmas) recess and the spring (Easter) recess.

b. Students enrolled in, or proposed for, a special education program are authorized transportation for the provision of medically related services, including evaluations and treatment. DoDDS will fund for travel in conjunction with evaluations requested or required by DoDDS. The respective military community in which the sponsor resides will fund for all other medically related transportation. Refer to DoDI 1342.12 and 1010.13 (references (h) and (i)) for further guidance.

2. Services Not Authorized. The DoDDS has neither the responsibility nor the authority to provide the following:

a. Except as authorized in para. 1b. above, transportation for medical purposes is the responsibility of the sponsor or of the sponsor's military command.

b. Transportation required as a result of suspension or expulsion from school or dormitory.

Subsection **G.2.**, through paragraphs a. and b. above are matters for resolution either by the parent or guardian (for **non-DoD** students) or by the installation commander (for DoD students). DoDDS transportation responsibility terminates on referral of the situation to either the parent or guardian or supporting

installation commander. That policy is consistent with practices followed by schools in the United States.

H. SCHOOL NAMES

Normally, the school shall be named after the city or town where the installation is located, followed by the words "Elementary School" or "High School", as applicable. Schools may be named for honored individuals at the request of the installation commander, endorsed by the theater commander, and forwarded to the **DoDDS** regional director for decision. Schools named for an honored person shall be followed by the geographic location (for example, the Joshua Barney Elementary School, **Gaeta**, Italy).